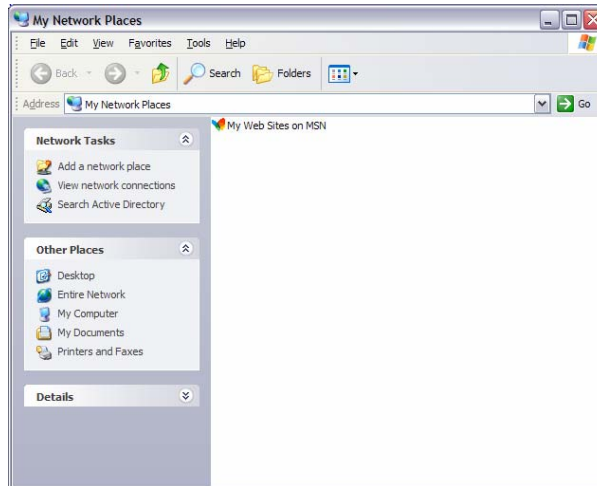
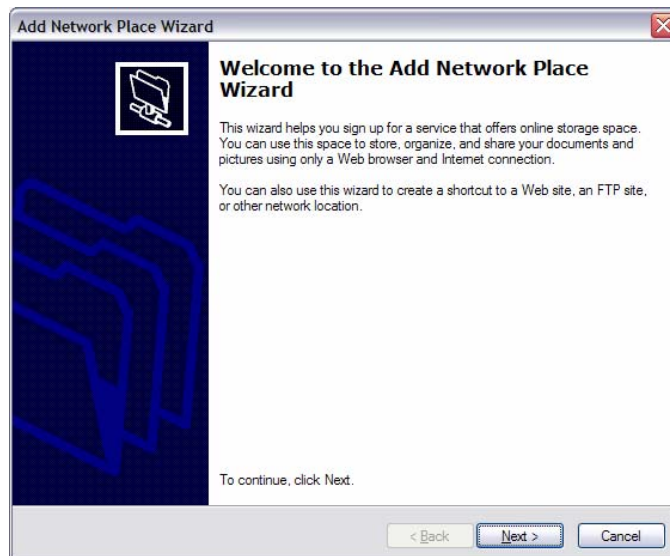


Web Publishing – Connecting to the Server Using Windows XP

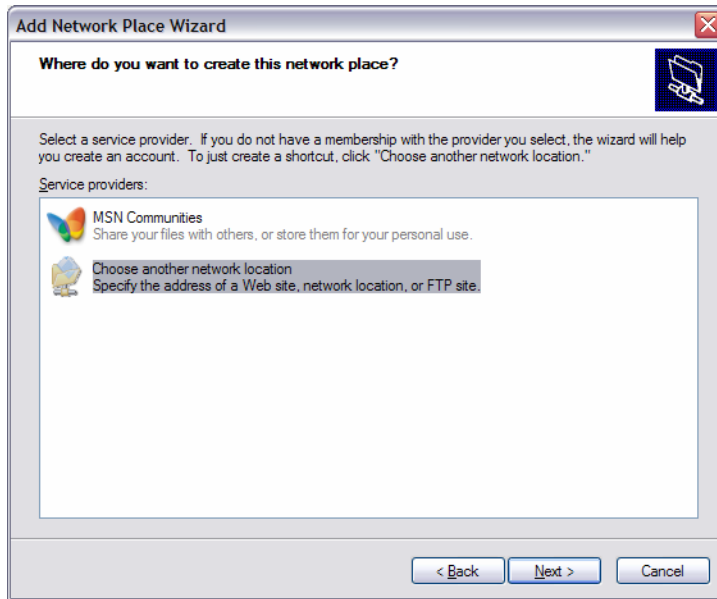
Begin by double-clicking on the “My Network Places” icon on the Windows XP Desktop. (If you do not have this icon, you can add it from the display properties control panel). After double-clicking, you will see the screen below.



Click “Add a network place” on the left-hand side of the screen. This will bring up the “Add a network place wizard”. On the “Add Network Place Wizard” screen, click “Next”.



You will get the following screen. Click to highlight “Choose another network location” and click “Next”.



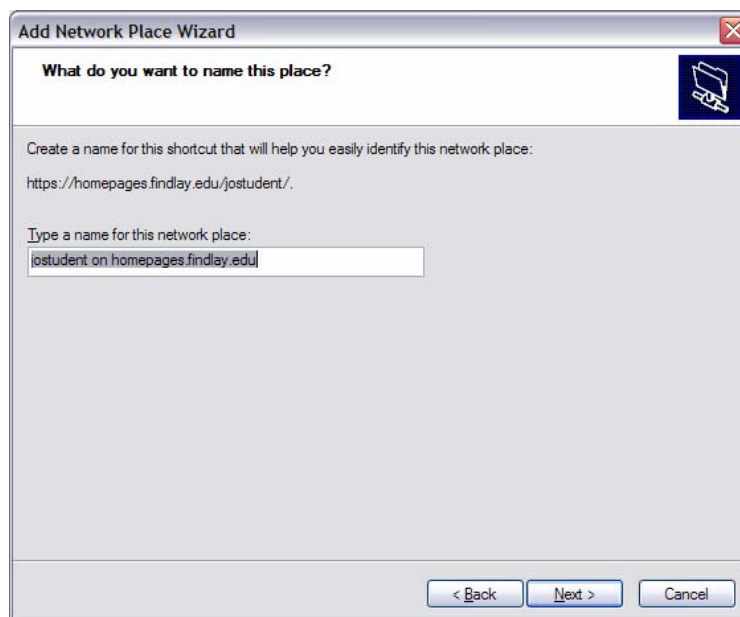
At the next screen type the URL of your homepage in the “Internet or network address” box just as it is shown in the example below. Be sure to use “https” so your communication with the server is encrypted. Also, remember to replace “jostudent” in the example below with your UFnet User name. Once this is completed, click “Next”.



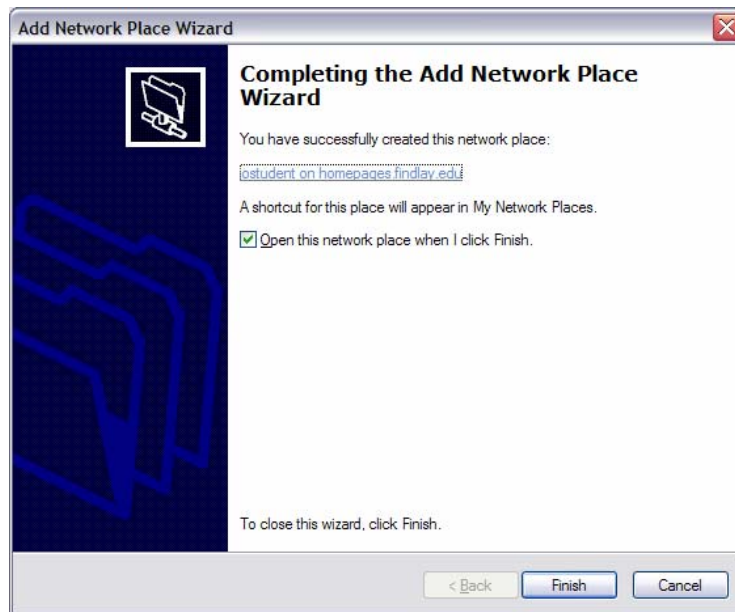
You should be prompted with a User name and Password box at this point. Please enter your full UFnet User name and Password as shown below (again remembering to replace “jostudent” with your UFnet User name). Also remember to add the “@findlay.edu” – the connection will not work if you don’t. Once your User name and Password are entered, click “OK” to continue.



If your connection is successful, you will see a screen asking you to “Type a name for this network place:” ITS recommends using the default name that XP gives as shown below, however, you may want to change this if you have multiple network places setup on your PC. Once you have the name you like click “Next”.



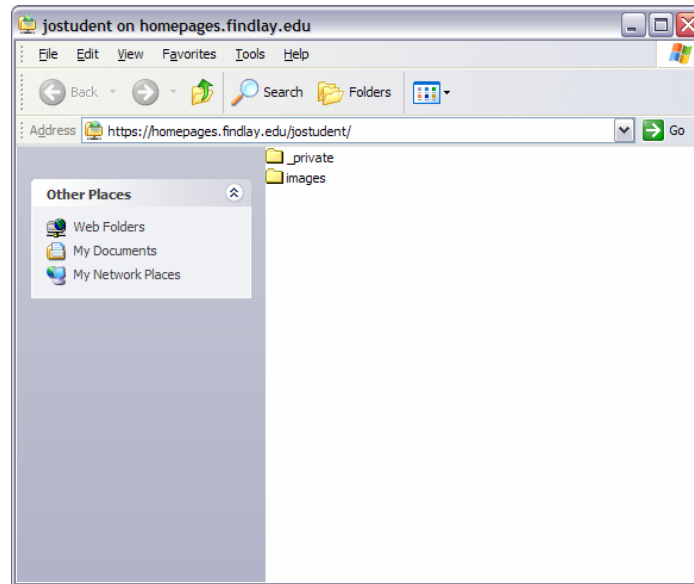
Now click “Finish” as shown below.



You may be prompted to enter your UFnet User name and Password once again. If so, please do and click “OK”.



Once authenticated, your network place should open up and look something like this.



This screen displays the “root” of your Web site and any files or folders that may be there. The “_private” and “images” folder are part of the Microsoft FrontPage Server Extensions. Please do not delete them or FrontPage may not function correctly. You can now begin uploading files to your site by simply dragging and dropping them into this window. Once complete, close the window and your site will be live on <http://homepages.findlay.edu> .

Tips and Troubleshooting

If you are on a public PC (such as in a computer lab), please remember to not save your password and to delete your network place when finished. This will prevent others from accessing your site.

You do not have to be signed on to UF’s VPN to access this service; however you do have to have a standard Internet connection. Please be sure your PC is connected to the Internet before attempting to establish a connection.

All UFnet accounts have 20MB of space on the Academic Web Server. If you have trouble copying files, you may be over quota. Please contact the ITS Technology Support Services at Ext. 4357 if you feel that you need to increase your quota for class purposes.

